

# Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, December 21, 2011 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



## AGENDA

### MEMBERS OF THE COMMISSION

Jeannie Nix, President  
Bill Tappan, Vice President  
Robert Bergman  
Jay Salter  
Arthur Chapman

#### 1. Call to Order / Flag Salute / Roll Call

#### 2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

#### 3. Minutes

The following minutes are submitted for approval:

- a. September 28, 2011 – Regular
- b. October 19, 2011 – Special
- c. October 20, 2011 – Special
- d. October 26, 2011 – Regular
- e. October 27, 2011 – Special
- f. November 1, 2011 – Special
- g. November 8, 2011 – Special
- h. November 9, 2011 – Special

#### 4. Reports

- a. Commission President
- b. Commission Subcommittees
- c. Commission Counsel
- d. Commission Secretary
  - i. Commission Calendar
  - ii. Commission Counsel RFP Update
  - iii. CSC Draft Annual Report

#### 5. Brown Act Training

#### 6. Adjournment

**The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday September 28, 2011 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



MEMBERS OF THE COMMISSION  
Jeannie Nix, President  
Bill Tappan, Vice President  
Robert Bergman  
Jay Salter  
Arthur Chapman

## MINUTES

**Present:** President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Jay Salter

**Staff:** Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason

**Counsel:** Rita Neal, Commission Counsel and Shane Stark, Commission Rules Negotiator

**1. Call to Order/ Flag Salute/ Roll Call**

President Nix called the meeting to order at 9:02 A.M. and led the flag salute.

**2. Public Comment Period**

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

Kimm Daniels, General Manager of SLOCEA addressed the Commission and introduced Theresa Schultz as the new field representative for SLOCEA as of September 1, 2011. Theresa Schultz addressed the Commission and expressed that she is in the midst of training with Kimm Daniels and looked forward to working together in the future.

Being that there were no further requests to speak, President Nix closed the public comment period.

**3. Reports**

Commission President

President Nix reported that at the last Regular Meeting she and Commissioner Tappan were appointed to serve on the RFP panel to select outside Commission Counsel. Since that time, she has been informed that Commissioner Tappan is unable to serve on the panel so she recommended appointing Commissioner Bob Bergman. Commissioner Art Chapman moved to nominate Commissioner Bob Bergman to fill the second position on the RFP panel; Bill Tappan seconded the nomination; the motion carried 5-0-0 to appoint Bob Bergman as a representative for the RFP panel.

Commission Subcommittees

President Nix asked Commissioner Tappan if he had anything to report regarding the CSC Working Group. Commissioner Tappan stated that he was not able to report anything at this time; the first meeting was on September 9, 2011 and the second Working Group meeting was scheduled that afternoon at 2:00 P.M.

Roll Call Vote:

President Nix	Yes
Commissioner Bergman	Yes
Commissioner Chapman	Yes
Vice President Tappan	Yes
Commissioner Salter	Yes

The motion carried 5-0-0.

Commissioner Bill Tappan made a motion to approved the revised job specification of Senior Computer Systems Technician as edited; Commissioner Chapman seconded.

Roll Call Vote:

President Nix	Yes
Commissioner Bergman	Yes
Commissioner Chapman	Yes
Vice President Tappan	Yes
Commissioner Salter	Yes

The motion carried 5-0-0.

**6. Public Hearing to Ratify CSC Rules as Amended**

Civil Service Commission Rules Negotiator, Stephen Shane Stark began the ratification process by thanking the Civil Service Commission Clerk Robin Mason, Personnel Analyst Mark McKibben and CSC Secretary Tami Douglas-Schatz for their diligent, polite, professional and competent work during the Rules update process. He also thanked all of the representatives of the labor groups and management for a constructive process with a mutual interchange of views and stated that he appreciated their professionalism. Mr. Stark went on to thank the Commission for their patience during this lengthy process.

Mr. Stark explained to the audience that the CSC agenda packets for today's meeting are the result of many CSC Rules Update Meetings with the representatives from the labor and management groups. He went on to state that there were no objections to the Rule amendments, or any other signed MOU's besides the ones attached from the Human Resources Department and the Department of Social Services management, which implies acceptance of the proposed changes. The Commission's Meet and Confer requirement has been met.

Mr. Stark stated the options were to ratify the rules as amended or defer action or refer back for further negotiations. He recommended that the Commission authorize the Commission Secretary to make non-substantive, grammatical changes during the revision process.

President Nix clarified with Mr. Stark that the rules become effective immediately upon adoption unless the Commission specifies otherwise. Mr. Stark advised the Commission to allow the public to comment on editorial changes or corrections; President Nix opened Public Comment Period on the proposed CSC Rules changes.



Kimm Daniels, General Manager of SLOCEA addressed the Commission and expressed her appreciation that the process is over and suggested meeting more regularly in order to simplify the process in the future.

Tami Douglas-Schatz pointed out an error on page 51 that should state Correctional "Deputy" instead of Correctional "Officer"; Ms. Douglas-Schatz also expressed her appreciation to all parties involved in the process on behalf of the HR Department.

Susan Hoffman, County Counsel, stated that she echoed Ms. Daniels' comments and added that the Probationary Rejection appeal section 11.06 on page 6b(19) of the packet should have the word "only" inserted for better clarification. Mr. Stark agreed.

Mark McKibben, Personnel Analyst, addressed page 54 and asked to revisit Commissioner Chapman's suggestion to add "Special" evaluations as it relates to order of layoffs. Mr. Stark discussed with the group and all decide to scratch "Special" evaluations on page 54 of the Proposed Amended CSC Rules for purposes of layoff order.

Being no further requests by the public to speak, President Nix closed the Public Comment period and stated that she concurred with Ms. Daniels and Ms. Douglas-Schatz and thanked everyone for coming up with a product that is fair to all parties.

Commissioner Bergman acknowledged Art Chapman, Jay Salter and Tricia Gomez for their efforts – they had a big part in drafting the rules.

Commissioner Chapman commented on Tami's willingness to take on the project, Mark's expertise and everyone's cooperation. He further stated, "What made it all come together was Shane Stark – he clearly defined what was necessary and it shows in the result we have today. Everyone had an opportunity to be heard. The purpose was maintained."

Commissioner Tappan echoed Commissioner Chapman's comments and thanked all parties for their dedication to the process. He further commented, "Thanks for coming back to CSC with clarity in order to have an understanding of what all representatives wanted based on the meetings. Art and Jay spent a lot of time on this and Tami had the dedication to get it done."

Commissioner Salter seconded all that was said and moved to adopt the rules as amended effective today, including the changes made today, and authorized staff to make editorial changes; Commissioner Bergman seconded the motion; motion carried 5-0-0.

**7. Closed Session (per Government Code Section 54957.6) Conference with Civil Service Commission Rules Negotiator (Shane Stark) regarding 2010-2011 Civil Service Commission rules update.**

President Nix confirmed the amended CSC Rules are ratified as of today's date: September 28, 2011 and that item 7 is no longer needed as a result.

**8. Adjournment**

Being no further business, the meeting was adjourned by President Nix at 10:05 A.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



# Civil Service Commission

# DRAFT

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**The San Luis Obispo County Civil Service Commission  
Special Session Meeting  
Wednesday October 19, 2011 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



MEMBERS OF THE COMMISSION  
Jeannie Nix, President  
Bill Tappan, Vice President  
Robert Bergman  
Jay Salter  
Art Chapman

## MINUTES

**Present:** President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Bob Bergman, Commissioner Jay Salter,

**Staff:** Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason  
Acting Commission Secretary Emily Dabner-Rutter; Acting Commission Clerk Duane English  
during Closed Session only

**Counsel:** Jayne Williams

**1. Call to Order**

President Nix called the meeting to order at 9:04 A.M. and led the flag salute.

**2. Public Comment Period**

President Nix addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Nix closed the Public Comment Period.

**3. Closed Session (per Government Code Section 54957): Interview with interim Legal Counsel**

Before adjourning to Closed Session, Commissioner Salter requested the presence of the CSC Secretary, Tami Douglas-Schatz at the Closed Session meeting regarding legal counsel. Ms. Douglas-Schatz explained the coordination issues that arise between the CSC counsel and HR. Commissioner Salter summarized his understanding of her point of view as being a valuable communication option. Commissioner Tappan agreed that sharing pertinent information at the beginning of a closed session would be acceptable, but that he would prefer she not be present during the entire closed session meeting with Commission Counsel. Ms. Douglas-Schatz suggested participating in some portion of the closed session rather than sitting through the entire session. She further stated that she had procedural issues to address, not merit issues. Commissioner Bergman clarified, and Ms. Douglas-Schatz agreed, that she would address no merit issues, just procedural issues.

President Nix further explained the reasoning for Ms. Douglas-Schatz to attend the closed session meeting and all agreed she could attend at the end of the closed session interview.

Commissioner Salter stated that the Commission should proceed in an orderly fashion according to the rules and that he believed the CSC Secretary is able to attend closed sessions in order to share pertinent advice.

President Nix adjourned into closed session at 9:19 A.M.

# Civil Service Commission

DRAFT

4. **Closed Session (per Government Code Section 54957): Hearing and Deliberations regarding Appeal #A10-010**

The Commission reconvened and President Nix called the closed session hearing to order at 10:35 A.M. The hearing lasted all day but was not completed resulting in a continuance to the next special meeting on October 20, 2011 at 9:00 A.M.

5. **Adjournment**

The meeting was adjourned at 4:27 P.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



# Civil Service Commission

DRAFT

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**The San Luis Obispo County Civil Service Commission  
Special Session Meeting  
Thursday October 20, 2011 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



MEMBERS OF THE COMMISSION  
Jeannie Nix, President  
Bill Tappan, Vice President  
Robert Bergman  
Jay Salter  
Art Chapman

## MINUTES

**Present:** President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Bob Bergman, Commissioner Jay Salter,

**Staff:**  
Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason  
Acting Commission Secretary Emily Dabner-Rutter; Acting Commission Clerk Duane Inglish  
during Closed Session only

**Counsel:** Jayne Williams

**1. Call to Order**

President Nix called the meeting to order at 8:58 A.M. and led the flag salute.

**2. Public Comment Period**

President Nix addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Nix closed the Public Comment Period.

**4. Closed Session (per Government Code Section 54957): Hearing and Deliberations regarding Appeal #A10-010**

Prior to adjourning to Closed Session, President Nix introduced Emily Dabner-Rutter, acting CSC Secretary. Ms. Dabner-Rutter explained that an earthquake drill is scheduled in the building for 10:20 a.m. and the Commission does not have to participate, but advised there may be distracting activity in the building. She referred everyone to the Great American Shake Out website or John Schwind, the County Safety Officer for more information. President Nix addressed the group regarding emergency preparedness.

President Nix called the closed session hearing to order at 9:02 A.M. The hearing lasted all day but was not completed resulting in a continuance to the next regular meeting on Wednesday, October 26, 2011 at 9:00 A.M.

**5. Adjournment**

The meeting was adjourned at 4:48 P.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*

3C  
1

# Civil Service Commission

DRAFT

**The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday October 26, 2011 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



MEMBERS OF THE COMMISSION  
Jeannie Nix, President  
Bill Tappan, Vice President  
Robert Bergman  
Jay Salter  
Arthur Chapman

## MINUTES

**Present:** President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Jay Salter

**Staff:** Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason  
Acting Commission Secretary Emily Dabner-Rutter; Acting Commission Clerk Duane English during Closed Session only

**Counsel:** Rita Neal, Commission Counsel; Jayne Williams, Commission Counsel

**1. Call to Order/ Flag Salute/ Roll Call**

President Nix called the meeting to order at 8:59 A.M. and led the flag salute.

**2. Public Comment Period**

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Being none, President Nix closed the public comment period.

**3. Minutes**

President Nix clarified with the Commission that the three sets of minutes will be taken one by one.

The August 3, 2011 Special Session Minutes were reviewed by the Commission; Art Chapman moved to approve the August 3, 2011 Minutes as submitted; Bob Bergman seconded; the motion carried 4-0-1; (Jay Salter abstained since he was absent for that meeting).

The August 24, 2011 Regular Session Minutes were reviewed and Commissioner Tappan stated that in the 6th paragraph on page 2 of 4, the word, "the" should be removed from the sentence. Tami Douglas-Schatz added information for the record regarding page 3, third paragraph which referred to a document entitled "Performance Evaluation of the Personnel Director." The record states that "... the Commission discussed the document and agreed that they would reserve the question if it is a public document and would distribute the document to the HR Director, County Counsel, the CAO and the Board of Supervisors." Ms. Douglas-Schatz reported that she and counsel had reviewed the document and it has been identified as a confidential personnel record and is not a public document. She confirmed that this record clarification does not change the minutes. Commissioner Tappan moved to approve the August 24, 2011 minutes as corrected; Commissioner Chapman seconded; the motion carried 5-0-0.



The August 29, 2011 Regular Session Meeting Minutes were reviewed by the Commission and Commissioner Bergman moved to approve the August 29, 2011 Minutes as submitted; Commissioner Tappan seconded; motion carried 5-0-0.

#### 4. Reports

##### **Commission President**

President Nix presented her report following the Secretary's Report, the Commission Counsel Report and Commission Subcommittees Report. President Nix requested that outside Commission Counsel be authorized to perform research on the Brown Act. She stated that although general training has been completed by the Commissioners the information sought is beyond that scope.

Tami Douglas-Schatz stated that County Counsel's Brown Act training would likely answer additional questions without specific research by outside counsel. Rita Neal, County Counsel, described her experience training boards and commissions on the Brown Act. President Nix addressed Ms. Neal regarding her concerns as it relates to the Brown Act. Ms. Neal addressed President Nix's concerns and the discussion was opened to the Commission.

Commissioner Jay Salter commented on the current situation with the CSC Working Group not being able to report out. Ms. Neal explained that all members of CSC Working Group agreed to delay reporting back to the full Board and full Commission until some clear recommendations had been formed. Ms. Neal further explained the Brown Act as it relates to the CSC and her willingness to be a resource.

Commissioner Salter suggested a closed session meeting regarding the CSC Working Group. Ms. Neal replied that it would not be an appropriate topic for closed session according to the law. Commissioner Tappan expressed his concern with the creation of the CSC Working Group. Ms. Neal replied that the ad hoc committee was appropriately created.

President Nix commented that the CSC appointed Commissioner Tappan and herself to the subcommittee, but have no authority on decision making. Ms. Neal stated that the purpose of the Working Group was to develop recommendations to take back to the full Board of Supervisors and Civil Service Commission, not to make final decisions.

Commissioner Tappan referred to item 3b(2) of the packet regarding the formation of the CSC Working Group and purpose; he further stated he believes it has gone beyond the original scope. Ms. Douglas-Schatz referred the Commission to the minutes of the August 3, 2011 meeting where the Working Group scope was described in detail. This scope is consistent with the actual work of the Working Group.

Commissioner Bergman expressed concern about it being a Brown Act violation by going beyond the scope of the purpose and suggested it needs to be corrected. He further inquired about the closed session meetings of the Board of Supervisors. Ms. Neal responded that the Board of Supervisors and the Working Group is in compliance with the Brown Act.

Commissioner Bergman requested clarification on County Counsel's position on a member of management providing legal advice to the Commission, rather than a deputy county counsel. Ms. Neal described County Counsel's approach to her role as General Counsel for the Commission and how the change evolved. Outside Commission Counsel, Jayne Williams, clarified her role as Counsel to the Civil Service Commission. Commissioner Tappan asked Ms. Neal why outside counsel is needed if they can

have discussions with County Counsel as General Counsel. Ms. Neal explained that she advises on general matters and not on any particular case.

President Nix opened the discussion for Public Comment. Kimm Daniels, General Manager of SLOCEA, addressed the Commission and asked Rita Neal to explain the difference between the Working Group coming to a consensus versus a decision, as well as Ms. Neal's role in the process. Ms. Neal addressed her question and explained that any consensus of the Working Group would be brought back to Commission or Board of Supervisors by their representatives for any decisions. Ms. Neal further explained that the purpose of the Working Group is to open up the lines of communication.

Rita Neal addressed Ms. Daniels' second question by describing her duty as General Counsel for the Commission and that she will not provide advice on a specific case but that she will be a resource for outside counsel to utilize as needed.

President Nix addressed the group and suggested scheduling in depth Brown Act training in order to move to the next item. It was agreed to set a training time after a Commission Meeting on a non-hearing day.

President Nix addressed the group regarding item 4(a)ii on the agenda: CSC Budget. She clarified that her concern was not specific to Ms. Williams' services to the Commission, as she is highly qualified to do the job, but she questioned the cost of providing outside counsel to the Commission instead of utilizing County Counsel. President Nix referenced memos from the HR Director regarding budget issues, explained her perspective and asked for clarity on her cost concern. She noted that current outside counsel costs are more per hour than past outside counsel and opened the discussion to the Commissioners.

Ms. Douglas-Schatz reminded the Commission that Ms. Williams is serving as interim outside counsel pending the completion of an RFP process for Commission Counsel. She also assured the Commission that they are only responsible for the budget matters that they can control, such as operating efficiently as possible and obtaining authorization before requesting work from outside counsel beyond findings and decisions.

## **Commission Subcommittees**

Commissioner Tappan reported that the next meeting for the ad-hoc committee, "CSC Working Group" will be held on November 17, 2011.

## **Commission Counsel**

None.

## **Commission Secretary**

### Commission Calendar

Ms. Douglas-Schatz stated that the Appellant's Counsel for the "W" case in the General Services Agency has requested to move the hearing date to November 21 and 22. The Commission was not available on those alternate dates and agreed to schedule the matter via email in order to expedite the process. President Nix clarified that November 1, 8, and 9 would be held in order to accommodate additional dates needed for the upcoming appeal hearings.



President Nix asked Ms. Douglas-Schatz for an update on the RFP process. She reported that the RFP for Commission Counsel was re-opened and will close on November 18, 2011. President Nix clarified with Ms. Douglas-Schatz that the interested parties would have approximately one month to respond to the RFP.

**5. Closed Session (per Government Code Section 54957) Continued hearing and deliberations regarding Appeal #A10-010**

President Nix called the closed session hearing to order at 11:03 A.M. The hearing lasted all day but was not completed, resulting in a continuance to the next special meeting on Thursday October 27, 2011 at 9:00 a.m.

**6. Adjournment**

The meeting was adjourned by President Nix at 5:00 P.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*

# Civil Service Commission

DRAFT

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

## The San Luis Obispo County Civil Service Commission Special Session Meeting

Thursday October 27, 2011 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION  
Jeannie Nix, President  
Bill Tappan, Vice President  
Robert Bergman  
Jay Salter  
Art Chapman

## MINUTES

Present: President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Bob Bergman, Commissioner Jay Salter,

Staff: Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason  
Acting Commission Secretary Emily Dabner-Rutter; Acting Commission Clerk Duane English during Closed Session only

Counsel: Jayne Williams

1. **Call to Order**

President Nix called the meeting to order at 9:01 A.M. and led the flag salute.

2. **Public Comment Period**

President Nix addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Nix closed the Public Comment Period.

4. **Closed Session (per Government Code Section 54957): Hearing and Deliberations regarding Appeal #A10-010**

President Nix called the closed session hearing to order at 9:01 A.M. The hearing lasted all day but was not completed resulting in a continuance to the next special meeting on Tuesday November 1, 2011 at 9:00 A.M.

5. **Adjournment**

The meeting was adjourned at 4:47 P.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



# Civil Service Commission

DRAFT

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

## The San Luis Obispo County Civil Service Commission Special Session Meeting

**Tuesday November 1, 2011 @ 9:00 A.M.**  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION  
Jeannie Nix, President  
Bill Tappan, Vice President  
Robert Bergman  
Jay Salter  
Art Chapman

## MINUTES

**Present:** President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Bob Bergman, Commissioner Jay Salter,

**Staff:** Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason  
Acting Commission Secretary Emily Dabner-Rutter; Acting Commission Clerk Duane English  
during Closed Session only

**Counsel:** Jayne Williams

**1. Call to Order**

President Nix called the meeting to order at 9:00 A.M. and led the flag salute.

**2. Public Comment Period**

President Nix addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Nix closed the Public Comment Period.

**4. Closed Session (per Government Code Section 54957): Hearing and Deliberations regarding Appeal #A10-010**

President Nix called the closed session hearing to order at 9:01 A.M. The hearing lasted all day but was not completed resulting in a continuance to the next special meeting on Tuesday November 8, 2011 at 10:00 A.M.

**5. Adjournment**

The meeting was adjourned at 4:41 P.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*

34  
1

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**The San Luis Obispo County Civil Service Commission  
Special Session Meeting**

**Tuesday November 8, 2011 @ 10:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



MEMBERS OF THE COMMISSION  
Jeannie Nix, President  
Bill Tappan, Vice President  
Robert Bergman  
Jay Salter  
Art Chapman

## MINUTES

**Present:** President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Bob Bergman, Commissioner Jay Salter,

**Staff:** Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason  
Acting Commission Secretary Emily Dabner-Rutter; Acting Commission Clerk Duane English  
during Closed Session only

**Counsel:** Jayne Williams

**1. Call to Order**

President Nix called the meeting to order at 9:58 A.M. and led the flag salute.

**2. Public Comment Period**

President Nix addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Nix closed the Public Comment Period.

**4. Closed Session (per Government Code Section 54957): Hearing and Deliberations regarding Appeal #A10-010**

President Nix called the closed session hearing to order at 9:59 A.M. The hearing lasted all day but was not completed resulting in a continuance to the next special meeting on Tuesday November 9, 2011 at 9:00 A.M.

**5. Adjournment**

The meeting was adjourned at 4:41 P.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



# Civil Service Commission

DRAFT

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**The San Luis Obispo County Civil Service Commission  
Special Session Meeting  
Wednesday November 9, 2011 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



MEMBERS OF THE COMMISSION  
Jeannie Nix, President  
Bill Tappan, Vice President  
Robert Bergman  
Jay Salter  
Art Chapman

## MINUTES

**Present:** President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Bob Bergman, Commissioner Jay Salter,

**Staff:** Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason  
Acting Commission Secretary Emily Dabner-Rutter; Acting Commission Clerk Duane English during Closed Session only

**Counsel:** Jayne Williams

**1. Call to Order**

President Nix called the meeting to order at 9:02 A.M. and led the flag salute.

**2. Public Comment Period**

President Nix addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Nix closed the Public Comment Period.

**4. Closed Session (per Government Code Section 54957): Hearing and Deliberations regarding Appeal #A10-010**

President Nix called the closed session hearing to order at 9:02 A.M. The hearing lasted all day but was not completed resulting in a continuance to the next special meeting on Monday December 12, 2011 at 9:00 A.M.

**5. Adjournment**

The meeting was adjourned at 4:52 P.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*

3h  
1

DRAFT

# Civil Service Commission

COUNTY GOVERNMENT CENTER ♦ 1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959



## Civil Service Commission 2012 Regular Session Meeting Dates

### MEMBERS OF THE COMMISSION

Jeannie Nix, President  
Bill Tappan, Vice President  
Robert Bergman  
Jay Salter  
Art Chapman

Regular monthly meetings are held on the 4<sup>th</sup> Wednesday at 9:00 A.M.

at 1055 Monterey Street, Suite D-271, San Luis Obispo.

January 25, 2011  
February 22, 2011  
March 28, 2011  
April 25, 2011  
May 23, 2011  
June 27, 2011  
July 25, 2011  
August 22, 2011  
September 26, 2011  
October 24, 2011  
\*November 14, 2011  
\*December 19, 2011

\* Adjusted due to holiday

Note: If extenuating circumstances arise, following prior authorization from the Commission President and with compliance to the Brown Act, the meeting date / time / location may change.

4d(i)



# Civil Service Commission 2012

DRAFT

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	S				
15	16	17				
22	23	24	W			
29	30	31				

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1				

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Holidays

Special Meetings

Regular Meetings

4d(i)  
2



# Annual Report FY 2010/2011

## San Luis Obispo County Civil Service Commission



### TABLE OF CONTENTS

Rule Update Committee Activity	2
Appeals and Grievances	2
Commission Meetings	5
Commission Action	6
Job Class Specifications' Activity	7
Summary of Recruitment Activity	8
Average Number of Days to Produce Eligible Lists By Recruitment Type	9
County Workforce, US Census and Applicant Pool Demographics	10
Chapter 2.40 CIVIL SERVICE SYSTEM	11

*Submitted by the Human Resources Department*

### Authority and Purpose

The County Civil Service Commission shall prescribe, amend, repeal and enforce rules for the classified service, which shall have the force and effect of law, shall keep minutes of its proceedings and records of its examinations and shall, as a board or through a single Commissioner, make investigations concerning the enforcement and effect thereof and of the rules and efficiency of the service. It shall make an annual report to the Board of Supervisors.

Additionally, the Human Resources Director, under general supervision of the Commission, shall administer the civil service system pursuant to the rules adopted by the Commission, advise the Commission upon civil service matters.

### County Code, Title 2 Administration and Personnel Chapter 2.40 Civil Service System

**2.40.010 Adoption.** There is established in the County a civil service system to be governed by the provisions set forth in this chapter and in the County Civil Service enabling law.

### Human Resources Mission Statement

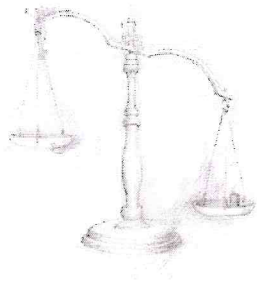
We attract, select, develop, and retain a talented and diverse workforce through strategic collaboration. We provide high quality and cost effective programs to cultivate a healthy, safe and productive work environment to maximize individual and organizational potential.

- Jeannie Nix, Vice-President, Supervisor Adam Hill, District 3
- William Tappan, Commissioner, Supervisor Paul Teixeira District 4
- Robert Bergman, Commissioner, Supervisor Frank R. Mecham, District 1
- Arthur Chapman, President, Supervisor Bruce S. Gibson, District 2
- Jay Salter, Commissioner, Supervisor James Patterson, District 5

DRAFT

4d(iii)  
1





## CSC Rules Update

The Commission's rules negotiator lead three meet and confer sessions with representatives of the county's employee associations to finalize the work completed in FY 2009-10 by the Commission's rules subcommittee.

Meet and Confer sessions were held on:

- December 1, 2010
- December 15, 2010
- April 13, 2011

The completion of the meet and confer sessions this FY allows for the adoption of the new rules in FY 2011-12

## Accomplishments Include:

- Received and reviewed input from the employee associations, management representatives and Human Resources staff.
- Completed negotiations with the various employee associations and directed Human Resources staff to prepare final draft rules for adoption in FY 2011-2012. Highlights include:
  - Allowance for the extension of probationary periods
  - Streamlined employee grievance procedure
  - Clarified the circumstances that allow an employee to appeal his/her rejection during probation.

## Appeals and Grievances

Rejected by Human Resources (Timeliness, non-appealable or non-grievable issues)	3
Resolved prior to Commission (withdrawn, dismissed, resolved per agreement)	6
Pending	5
Findings and Decisions	3
Total Grievances and Appeals filed	17

DRAFT

4d(iid)  
2



**Statistical Summary  
Grievances and Appeals  
Filed by Department**

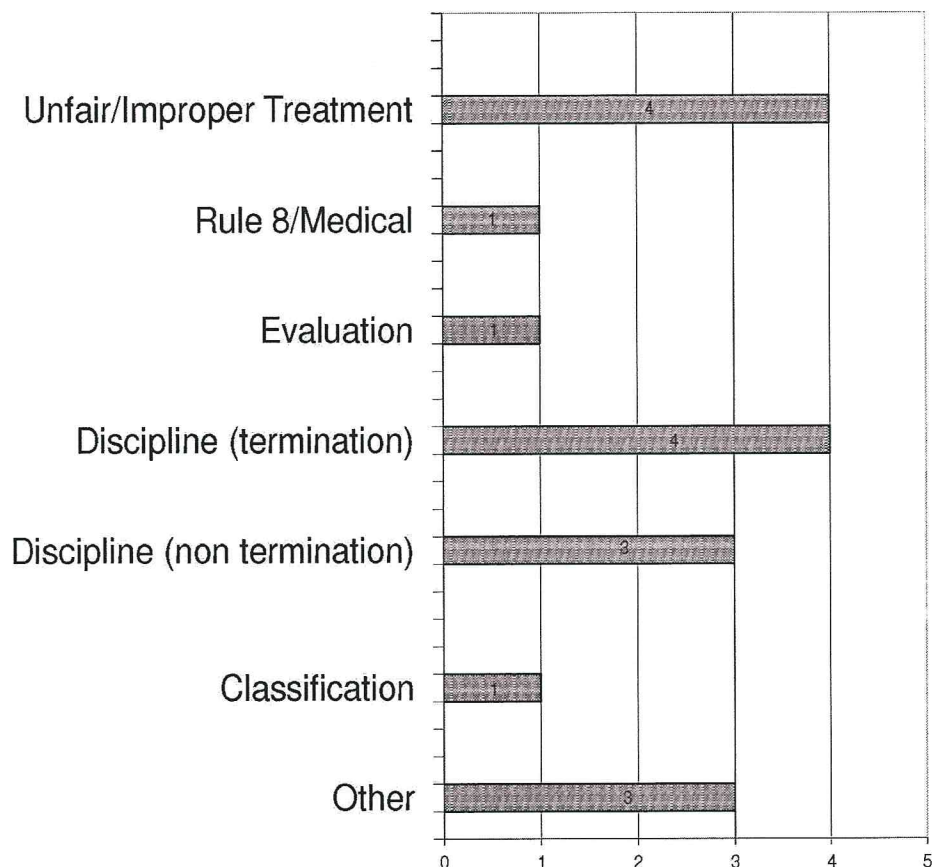
	Allocations	10/11	09/10	08/09	07/08	06/07
Administrative Office	12	0	7*	0	0	0
Agricultural Commissioner	42	0	0	0	0	0
Animal Services	19	0	0	0	0	0
Assessor	80	0	1	1	1	0
Auditor-Controller	39.5	1	0	0	0	0
Board of Supervisors	12.5	0	0	0	0	0
Child Support Services	41.75	0	0	0	0	0
Clerk-Recorder	22.5	0	0	0	0	0
County Counsel	21.25	0	0	0	0	0
District Attorney	95.5	0	0	0	0	0
Drug & Alcohol Services	39.5	0	0	1	0	0
Emergency Services	5.25	0	0	0	0	0
Farm Advisor	5	0	0	0	0	0
General Services	177	1	1	2	3	0
Grand Jury	0.5	0	0	0	0	0
Health Agency	365.5	1	5	11	1	5
Human Resources	22	0	0	0	0	0
Information Technology	76.25	0	0	0	2	2
Library	73.5	2	0	1	0	0
Organizational Development	2	0	0	0	0	0
Planning and Building	90.25	2	1	1	0	0
Probation	145.75	2	3	2	1	2
Public Works	194.25	0	0	2	1	1
Sheriff - Coroner	368	2	4	1	2	1
Social Services	420.75	4	2	0	5	9
Treasurer/Tax Collector	28	1	0	0	0	1
Veterans Services	4	0	0	0	0	0
Other		1				
<b>Total Grievances and Appeals</b>		<b>17</b>	<b>24</b>	<b>22</b>	<b>16</b>	<b>21</b>

\* all 7 grievances filed by one employee

**The number of grievances and appeals filed with the Human Resources Department in FY 2010-11 dropped significantly from the two previous fiscal years.**



**Statistical Summary  
Grievances and Appeals  
Filed by Type**



**The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing.**

**This fiscal year 9 of 17 grievances and appeals that were filed with Human Resources were resolved without the need for a hearing before the Commission.**



## Commission Meetings

- July 28, 2010 Regular Session
- August 25, 2010 Regular Session
- September 22, 2010 Regular Session
- October 27, 2010 Regular Session
- December 15, 2010 Regular Session
- January 26, 2011 Regular Session
- February 23, 2011 Regular Session
- March 23, 2011 Regular Session
- April 27, 2011 Regular Session
- May 10, 2011 Special Session
- May 11, 2011 Special Session
- May 25, 2011 Regular Session
- June 2, 2011 Special Session
- June 14, 2011 Special Session
- June 2, 2011 Special Session



*The Civil Service Commission meets in Regular Session each month on the 4th Wednesday unless circumstances necessitate another date. Special meeting dates are reserved by the Commission primarily for hearings of appeals and/or grievances.*

## Staff to the Civil Service Commission

- **Tami Douglas-Schatz**  
**Human Resources Director and Commission Secretary**
- **Shannon Matuszewicz, Shane Stark, Rita Neal & Jayne Williams—Commission Attorney**
- **Carol Hill and Robin Mason**  
**Commission Clerk**



## Commission Action

### CLASSIFICATION PLAN

- Approved nine new/revised job specifications, involving fourteen job classes affecting approximately 150 positions.
- Human Resources Analyst staff completed nine positions studies during the "open window" period, resulting in three positions being reclassified.

### HEARINGS

- Presided over a disciplinary hearing regarding the demotion of a county employee, ruling in favor of the appellant.
- Heard testimony in a multiple day hearing related to the termination of a county employee. The Commission issued a finding that reinstated the employee and issued a suspension.
- Reviewed findings and decisions of a disciplinary appeal which was remanded back to the Commission from Superior Court. The Commission reconsidered the matter and upheld its original determination.
- Presided over a disciplinary hearing regarding the termination of a county employee, ruling in favor of the respondent.
- Heard testimony on pre-hearing matters involving a future hearing regarding a Peace Officer.

### CSC RULES

- Received and reviewed the final amendments to the County's Civil Service Rules as recommended by the rules update committee.
- Completed the meet and confer process with the County's employee associations.

### OTHER BUSINESS

- Drafted and approved performance criteria for the position of Commission Secretary.
- Received updates on the activities of the Employee University.
- Received the results of merit system review conducted by Cooperative Personnel Services.
- Approved Jeannie Nix as President and Bill Tappan as Vice-President.

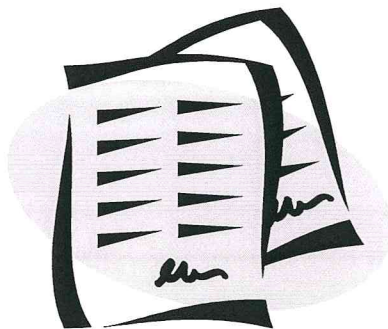
DRAFT

4d(iii)  
6

## Job Class Specifications Review Activity

- Sheriff's Correctional Deputy
- Sheriff's Senior Correctional Deputy
- Sheriff's Correctional Sergeant
- Sheriff's Correctional Lieutenant
- Property Transfer Technician I, II, III
- Supervising Property Transfer Technician
- Assessment Technician I, II, III, IV
- Assessment Technician Supervisor
- Nutrition Services Program Manager

***Approximately  
560 job classes  
exist in the  
County of San  
Luis Obispo***



**Summary**  
**9 specifications**  
**14 classifications**  
**149 positions**



### Summary of Recruitment Activity

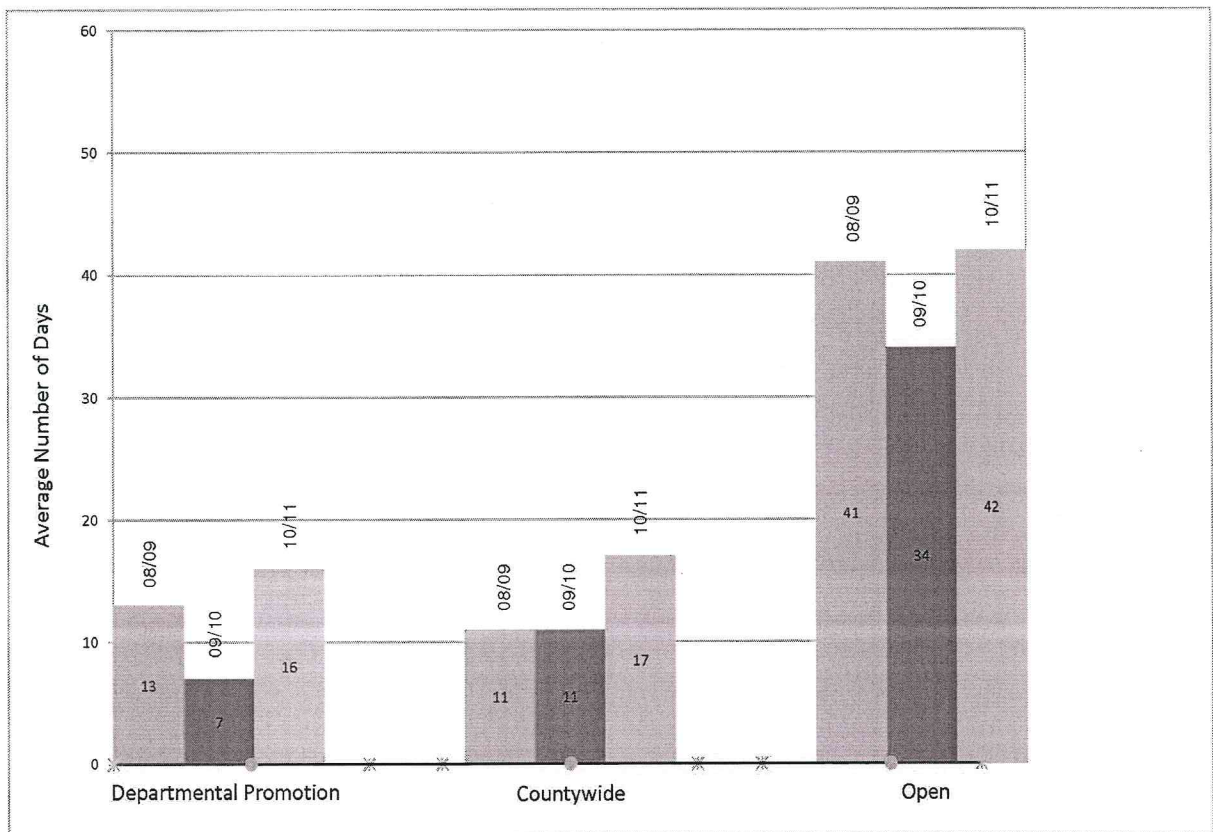
Summary of Recruitment Activity (Regular Recruitments) July 1, 2010 through June 30, 2011				
Application Summary		FY 10/11	FY 09/10	FY 08/09
	Applications	4,661	5,548	4,111
	Requisitions	75	98	95
Requisitions by Category				
	Permanent	62	84	84
	Temporary	9	8	6
	Substitute	4	6	3
Requisitions by Type				
	County Wide Promotional	2	7	12
	Departmental Promotional	22	29	28
	Lateral Transfer	2	0	0
	Open	49	62	55
Hiring Activity				
	Total Hires	273	268	373
	Permanent	96	111	151
	Temporary	177	157	222

**The Rules of the Commission that govern the County's recruitment process are in place to ensure that all examinations for employment are fair, impartial and consistent with merit system principles.**

**Promotional recruitments accounted for 35% of the total recruitments in FY 2010-11**



**Average Number of Days to Produce  
Eligible Lists  
By Recruitment Type**



**The Rules of the Commission direct the establishment, certification and duration of the lists of candidates eligible for employment with the County.**

**On average, County departments were provided certified eligible lists within 25 days from the end of the application period.**



**Statistical Summary  
County Workforce, US Census and  
Applicant Pool Demographics**

Gender	Female	Male	Total					
Workforce (as of July 1, 2011)	56.60%	43.40%	2,375					
Applications	55.21%	41.76%	4,661 <sup>1</sup>					
US Census Bureau (County of SLO - 2010)	48.70%	51.30%	269,637					
Race	White	Hispanic	Black	Other	Asian/ Pacific Islander	American Indian/ Alaskan Native	Filipino	TOTAL
Workforce (as of July 1, 2011)	84.37%	11.49%	1.61%	0.00%	2.21%	0.32%	0.00%	2,175
Applications	69.95%	17.92%	2.13%	2.47%	2.87%	0.97%	1.63%	4,661 <sup>3</sup>
US Census Bureau (County of SLO - 2010)	71.10%	20.80%	2.10%	3.8% <sup>2</sup>	3.30%	0.90%	0.00%	269,637
Age	Under 20	20-29	30-39	40-49	50-59	60 and Over	TOTAL	
Workforce (as of July 1, 2011)	0.00%	6.70%	18.16%	27.29%	35.55%	12.30%	2,175	
	Under 21	21 - 29	30 - 39	40 - 49	50 - 59	60 and Over	TOTAL	
Applications	1.77%	25.80%	25.08%	21.25%	19.68%	4.40%	4661 <sup>4</sup>	
	Under 20	21 - 29	30 - 39	40 - 49	50 - 59	60 and Over	TOTAL	
US Census Bureau (County of SLO - 2000)	23.40%	16.50%	10.70%	12.70%	15.10%	21.50%	269,637	

<sup>1</sup> 3.02% did not respond

<sup>2</sup> Persons reporting two or more races

<sup>3</sup> 2.06% did not respond

<sup>4</sup> 2.01% did not respond

**While not a legal mandate, the County collects data on race and gender to identify groups which may be underrepresented in County employment.**

- **56.6% of the County's workforce is female**
- **62.8% of County's workforce is between 40-59 years of age**
- **50.9% of applicants during FY 10/11 were between the ages of 21-39**



Civil Service Commission, 1055 Monterey Street, Suite D-250, San Luis Obispo, CA 93408  
805-781-5959, Human Resources Department, [www.slocounty.ca.gov/hr](http://www.slocounty.ca.gov/hr)

COUNTY ORDINANCE  
INFORMATION LOCATED ON  
[www.slocounty.ca.gov/hr](http://www.slocounty.ca.gov/hr)

## Chapter 2.40 CIVIL SERVICE SYSTEM

- [2.40.010 Adoption.](#)
- [2.40.020 Commission--Creation--Membership.](#)
- [2.40.030 Compensation for commission members.](#)
- [2.40.040 Operating funds.](#)
- [2.40.050 Contracting for examinations.](#)
- [2.40.060 Classified and unclassified service.](#)
- [2.40.070 Duties of commission and personnel director.](#)
- [2.40.080 Commission rules.](#)
- [2.40.090 Vacancies in peculiar positions.](#)
- [2.40.100 Examination requirements.](#)
- [2.40.110 Discrimination prohibited.](#)
- [2.40.120 Reductions, suspensions and dismissals.](#)
- [2.40.130 Employee status.](#)
- [2.40.140 Prerequisites to salary payment.](#)
- [2.40.150 Veteran's preference.](#)

Civil Service Commission on-line at [www.slocounty.ca.gov/hr/csc](http://www.slocounty.ca.gov/hr/csc)

Residents and Visitors | Business | Health and Well-Being | Law and Justice | Government | Emergency

**San Luis Obispo County**  
CALIFORNIA

Tuesday, September 14, 2010

Search [ ] Advanced Search

Human Resources  
Tami Douglas-Schatz  
Director

- Civil Service Commission
- Contact Form
- Current Job Openings
- Directions
- Employee and Labor Relations
- Employee Benefits
- Employee University
- Featured Job
- Frequently Asked Questions
- General Information
- How to Apply
- HR Site Map
- Job Information
- Office Hours Contact Info and Location
- Online Resources
- Risk Management

Online Services  
Select a service -> [Go]







County Home Page > Human Resources Department > Civil Service Commission

### Civil Service Commission

Click on a link below to access CSC documentation

- Overview
- Expanded Index/Recordings
- Civil Service Rule Update (contact HR at 781-5959)
- Commission Members
- Annual Forms
- Grievance Forms
- 2010 Calendar
- Governing Rules/Ordinances

**Civil Service Commission 2010**  
The Commission is comprised of members appointed by the Board of Supervisors. The Commissioners serve four year terms and remain on the Commission until a successor is selected.

 Robert Bergman District 1 Appointee		 Jennette Nix District 3 Appointee
 Jay Salter District 5 Appointee	 Arthur Chapman President District 2 Appointee	 William Tappan District 4 Appointee

DRAFT

4d iii  
11